

## **ASSISTANT CHIEF FIRE INVESTIGATOR**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a position, the primary duties of which include conducting investigations of fires to determine if they were the result of arson, conducting follow-up investigations to locate suspects in arson cases, and assisting in developing arson cases for prosecution. The employee of this class also provides training and assistance in technical areas of work for subordinate fire investigation division personnel and for other department personnel involved in arson investigations, as well as assisting the Chief Fire Investigator in performing administrative duties for the division. The Assistant Chief Fire Investigator works with a high degree of independence in the performance of routine tasks, receiving assignments from and having work reviewed by the Chief Fire Investigator. This class ranks directly below that of Chief Fire Investigator.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Examines the scene of a fire to determine the origin and cause and to determine if the fire could have been the result of arson. Restricts access to the fire scene to prevent removal, damage, or contamination of evidence. Interviews firefighters and witnesses to collect information about circumstances that may have been noted before or during the fire.

Examines the interior and exterior of the structure or vehicle and the surrounding area to gather information for use in later analysis and to corroborate or supplement the information collected in the interviews. Searches for, identifies, and collects evidence and preserves it for analysis and later use in court.

Takes photographs to provide an accurate record of the fire; takes extensive notes concerning each phase of the investigation; makes sketches and diagrams to show pertinent information. Completes a fire investigation report which includes information identifying the fire, estimating the loss or damage incurred, outlining conclusions reached by investigating personnel, and any related information required.

Collects information concerning the burned building and its contents, its owners and occupants, and possible arson suspects through interviews and search of records in order to prove whether or not a fire was the result of arson and to prepare a

case for

prosecution. Interrogates suspects and evaluates suspect's responses in order to obtain facts about a crime, identify the perpetrator, and substantiate a court prosecution. Applies for and executes search warrants and arrest warrants. Transports arrested persons to jail.

Acts as a liaison with law enforcement or other arson investigation agencies to exchange information with regard to major investigations in progress. Communicates with the public prosecutor's office in order to exchange information about pending cases. Provides information to victims and witnesses about court presentation of a case. Testifies in court.

Assists the Chief of Fire Prevention in organizing the division and in making decisions concerning use of equipment and deployment of personnel. Receives requests for release of fire prevention records, evaluates the request, and approves or disapproves according the applicable laws and department policies. Reviews incident reports written by fire suppression personnel to determine if further action on the incident should be taken by fire prevention personnel.

Provides for the preparation and maintenance of division records and reports by reviewing records completed by subordinates and inspecting systems and facilities for maintaining records. Completes any forms and records needed to document fire investigation division activities. Writes requests for grants or other special funds to aid in the operation of the fire investigation service.

Serves as division representative to the news media, releasing information and answering questions concerning the work of the division.

Outlines duties and responsibilities for subordinates, setting task priorities and long-term goals. Provides on-the-job training in arson investigation for other department members, including explaining policies, procedures, and rules, and providing assistance in technical areas of work.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must possess a valid driver's license.

Before promotion, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

At the time of application for examination, must be an incumbent in the class of Fire Investigator. Must be a regular and permanent employee in the class of Fire Investigator immediately preceding application to board.

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